United States Court of Appeals for the Fourth Circuit

ANNOUNCEMENT

Request for Proposal: USCA4C-2027-JC002
Closing Date: June 30, 2026

Description:
The United States Court of Appeals for the Fourth Circuit is seeking conference facilities and audio visual support services in June/July/August of 2027; or February 2028.

The minimum requirements for the conference facility are as follows:

- location within 600 miles of Charleston, SC
- largest event space a minimum of 20,000 square feet
- second largest event space a minimum of 5,000 square feet
- sleeping rooms and meeting space located within the same facility or adjacent
- greater than 400 sleeping rooms; if fewer than 600 sleeping rooms there must be overflow housing capacity within ¼ mile
- four-star hotel rating or better
- full refresh of sleeping room and meeting space within the last ten years (or new build)

If you believe your facility meets the minimum requirements, please contact the contracting officer and conference planner below for a copy of the request for proposal.

The contract award will be made to the venue representing the best value trade off, assessed by the above requirements by the contracting officer.

Availability of Funds:
The Anti-Deficiency Act, 31 U.S. Code § 1341, prohibits officers of the government from making or authorizing obligations or expenditures in excess of or in advance of available appropriations. **Funds are not presently available for this contract.** Group's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Group for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

Contracting Officer: Ms. Brenda Griffith-Lipsitt
Procurement Specialist
U.S. Courts of the Fourth Circuit
1000 East Main Street
Richmond, VA 23219-3517

To receive the RFP: Email: Conferences@ca4.uscourts.gov
CC: brenda_griffithlipsitt@ca4.uscourts.gov